

HAVIEDEN LIMITED

GRIEVANCE POLICY

HAVIEDEN LIMITED COMPANY wishes to provide a comfortable, productive, legal and ethical work environment. To this end, the company wants you to bring any grievances you have about the workplace to the attention of your supervisor and if necessary, to upper level management. In light of these concerns, we have instituted the following grievance procedure:

If you feel that there is inappropriate conduct or activity on the part of the company, management, its employees, vendors, customers, or any other persons, or entities related to the company, we request that you bring this concern to the immediate attention of your supervisor. Please try to approach your supervisor at a time and place that will allow the supervisor previously and you do not believe that you have received a sufficient response; we request that you present your concerns to your supervisor in writing. Please indicate what the problem is, those persons involved in the problem, and any suggested solution you may have to the problem.

If you do not receive a sufficient response to your written complaint within 5 working days from providing it to your supervisor, or if your supervisor is the problem, you should contact the next level of supervision, and so on. If you consider the matter an emergency, legal, ethical or safety issue, use your best judgement to expedite the complaint process. The company may have a conference, and you believe it still merits attention, it is requested that you immediately place your concerns in writing and bring the matter forward to upper level management.

It is the purpose of this grievance procedure to help maintain a positive work environment with respect and responsibility towards each other. The grievance procedure is also intended to avoid unnecessary employee claims and company legal exposure. The company cannot promise that your specific grievance or complaint will result in the action you request or that you will be satisfied with the outcome of the grievance procedure